Phoenix Program
Process Definition – LABOR DISTRIBUTION

Process	*Agency year-end Processing*
Process Number	*LD – 017*

Description of Process

During year-end Processing for Labor, year-end Labor Journals are created.

Year-end Clean Up: All Payrolls in error and All Payrolls that need changes made for the year being closed should be corrected and changed prior to year- end. Upon receiving your Labor Message report (LDXXX0002), if there are no errors listed and you do not have additional changes, Email your Labor release request form immediately to (FSSLABOR@gta.ga.gov).

Upon release, the Labor process re-validates the Payroll. The Labor Error Validation report display any Chartfields overlooked by the Business Unit during the correction process, as well as displaying erroneous Payroll Component codes.

Note: The Labor Module will not allow Payrolls to be released with errors.

June Labor: For June Labor to update in the Accounting month of June, Payrolls must be released prior to **July 10, 2002**. To ensure timely releasing of your Payrolls, your Labor release form must be Emailed as soon as it has been determined that you do not have any errors in your Payroll.

Note: Business Units with multiple Pay groups, may release more than one Pay group per day. However, this process will create only one interface Voucher to GL.

July Labor: July Payrolls with June Hourly or Lag Payrolls attached, must do an Accrual Journal Voucher to record the June Payroll in prior year.

Input to Process

General Ledger closes the last fiscal period to close the year

Output of Process

Salary Expense Journal posted to General Ledger and Fringe Expense posted to Accounts Payable.

Service Level Agreement Required? (if yes, provide a brief description)

None

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Function	Panel Group
Additional Year End clean up	Ensure all prior month Payrolls have been released.
	The following inquiry can be used for assistance.
	GO_LABOR DISTRIBUTION_USE_LABOR DISTRIBUTION
	Ensure your Business Unit is entered, enter 00 (zeros) as the Employee Id and enter the Pay Period date you are searching for.
	If the Payroll has not been released, the Labor Module will display employees for the requested Pay Period.

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Identify errors that need to be cleared	Agency
Step 2: Correct appropriate chartfields in Labor Module.	Agency
Step 3: Email Labor Release Form	Agency

Forms Used with Process

Labor Release form

Process Flow Diagram (if appropriate):

N/A